Chapter 1

Viewing Pay, Benefits, and Entitlements Data

Chapter Overview

Introduction   This chapter shows you how to view Pay, Benefits, and Entitlements (PB&E) data referred to as **Elements** in modern DCPDS.
- To view current Elements, use the **People** Window.
- To view Element history information, use the **Assignments Folder** Window that contains information on applicants, employees, and ex-employees in the database.

Chapter Contents

See Also   Module 1, Fundamentals of the Modern DCPDS
      Chapter 5, Updating and Viewing the Employee Record
      Chapter 7, Folders

Who Does It?
- Personnelist
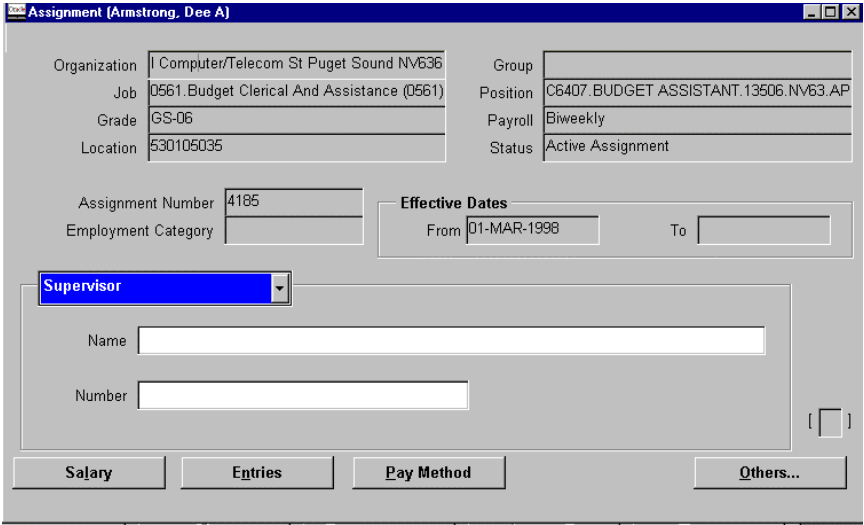- Manager/Supervisor
- Employee

Viewing Current PB&E Data by Employee

Purpose   This procedure guides you through the steps to view an Employee's current elements.

Accessing the People Window

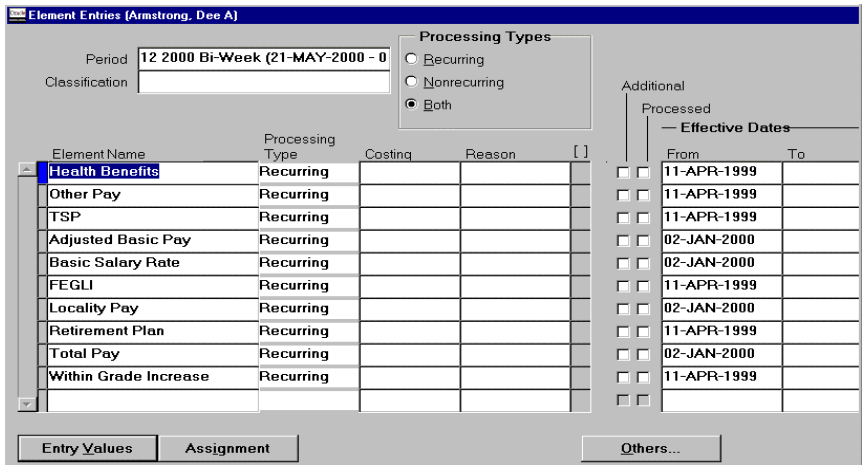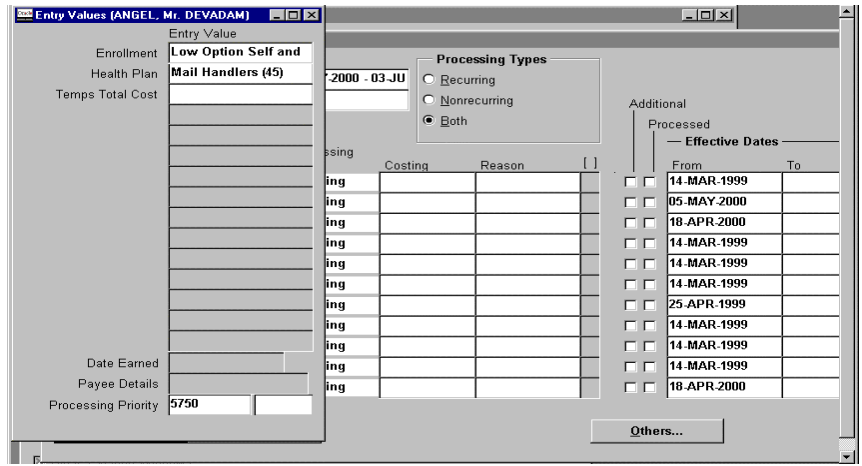| Step	Action
1	On the **Navigation List** → *People* → *Enter and Maintain* → **<Open>**.
2	The **People** Window displays with the **Find Person** Window on top of the **People** Window. Query for the employee or type in the last name and click **<Find>**.
3	The **People** Window displays populated with employee data as described in the Chapter Overview. Click **<Assignment>**.

Viewing Current Elements

Step	Action
1	The **Assignment** Window displays with many of the data fields populated and/or grayed out. Click **<Entries>**.

Assignment (Armstrong, Dee A)

Organization: l Computer/Telecom St Puget Sound NV636 Group:
Job: 0561.Budget Clerical And Assistance (0561) Position: C6407.BUDGET ASSISTANT.13506.NV63.AP
Grade: GS-06 Payroll: Biweekly
Location: 530105035 Status: Active Assignment

Assignment Number: 4185 Effective Dates
Employment Category: From 01-MAR-1998 To

Supervisor

Name
Number   [   ]

Salary   Entries   Pay Method   Others...

Viewing Current PB&E Data by Employee, Continued

Viewing Current Elements (continued)

Step	Action
2	The **Element Entries** Window displays. Move the *Current Record Indicator* to the *Element Name* data field you want to view; e.g., Health Benefits. Click **<Entry Values>**. **Note:** The **<Others>** Taskflow Button is not used by DoD.
3	The **Entry Values** Flexfield for Health Benefits displays.

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Viewing Current PB&E Data by Employee, Continued
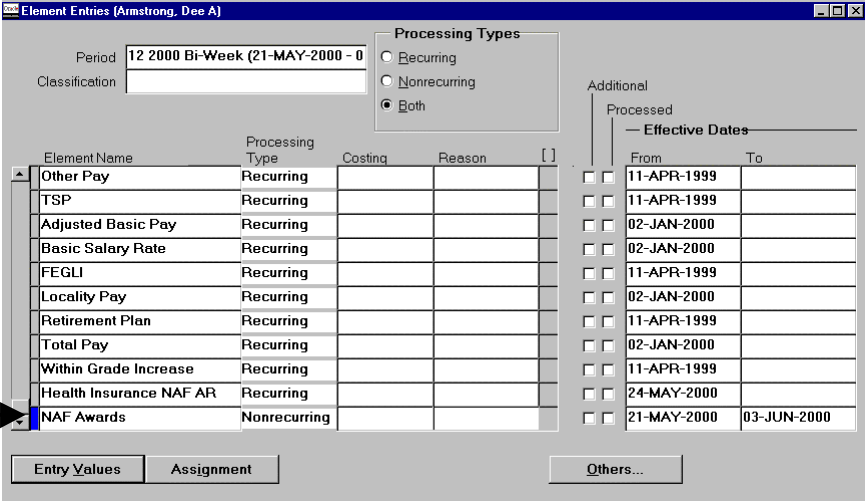
Viewing Current Elements (continued)

Step	Action
4	If the **Element Name** you need does not display, place your cursor in a blank data field of the **Element Entries** Window and click the LOV. The **Elements** Flexfield displays. Select the needed element. Click **<Entry Values>** to view.

Elements

Find: %

Element Name	Processing T
Health Insurance NAF AR	Recurring
Home Leave	Recurring
Hours Left to Work	Recurring
Hours WGI Adj Accumulator NAF	Recurring
Hours Worked Local National	Recurring
Imminent Danger Pay	Recurring
Insurance NAF AF	Recurring
Intergovt Personnel Act IPA	Recurring
Intermittent Accrual	Recurring
Life Ins NAF AF	Recurring
Life Insurance NAF AR	Recurring
Living Quarters Allowance Paid	Recurring
NAF Awards	Nonrecurring
NBC Equipment	Nonrecurring
Non Pay Days	Recurring
Non Pay Hours	Recurring
Non Pay Hours WGI	Recurring
Non Watch Allowance	Recurring
Non Watch Allowance	Recurring
Number of Class Hours	Recurring
Part Time Hours Worked	Recurring
Post Differential Amount	Recurring
Post Differential Percent	Recurring
Premium Pay	Recurring
Recruitment Bonus	Nonrecurring
Reimbursement Moving Expense	Nonrecurring
Relocation Bonus	Nonrecurring
Replacement Supplement	Nonrecurring
Representational Time	Nonrecurring
Retention Allowance	Recurring

Find   OK   Cancel

Viewing Current PB&E Data by Employee, Continued

Viewing Current Elements (continued)

Step	Action
5	The selected **Element** displays on the **Element Entries** Window:
6	When you complete your viewing, exit the windows.

Viewing PB&E History

Purpose   This procedure shows you how to view the PB&E history information in the employee's record using the **Assignments Folder** Window.
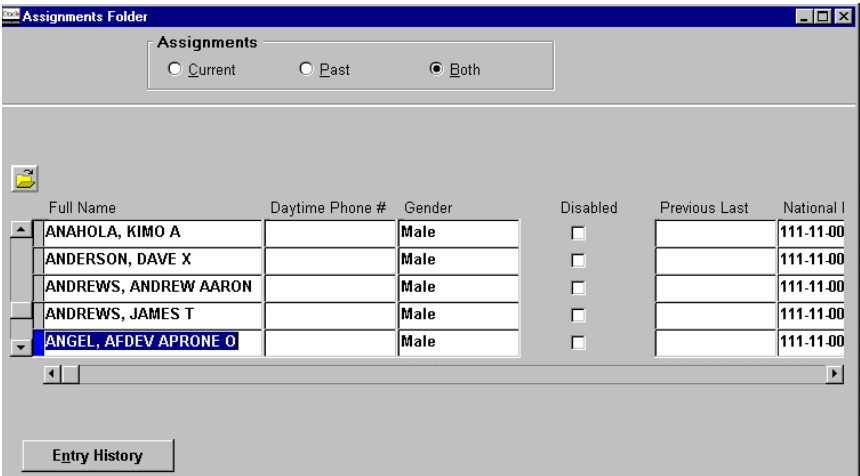
**Accessing the Assignments
Folder Window**

Step	Action
1	On the **Navigation List** → *View* → *Histories* → *Entries* → **\<Open\>**. The **Assignments Folder** Window displays. The window contains three buttons (*Current*, *Past*, and *Both*) in the *Assignments* Region, Employee data fields, and an \<**Entry History**\> Taskflow Button.
2	Click the *Both* button in the **Assignments** Region to access current and past history information.

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Viewing PB&E History, Continued
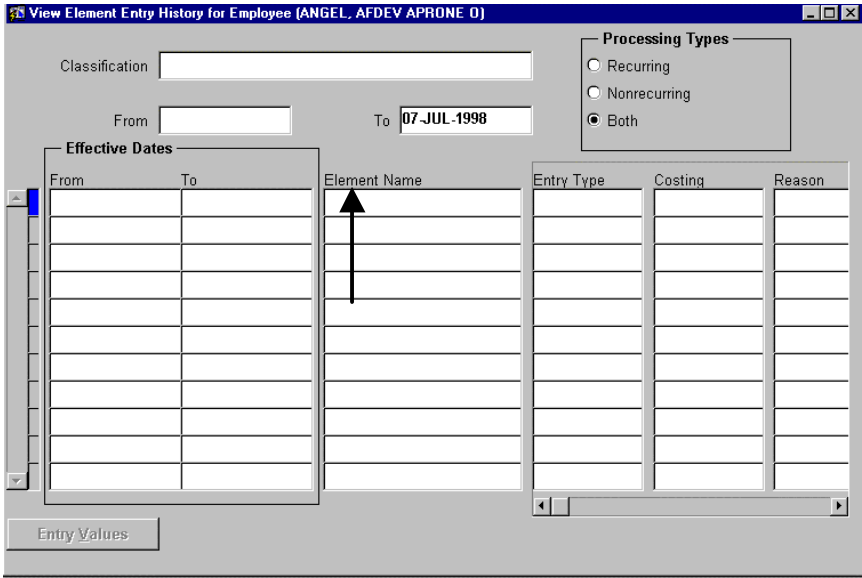
Accessing the Assignments Folder Window (continued)

Step	Action
3	With your cursor in the ***Full Name*** data field, query using F7/F8 to view a list of all employees with current and past element history information. **Note***:* If you want to look at one employee's record, press F7, enter %, part of the employee's last name, %, and press F8. The folder will populate with applicants, employees, and ex-employees beginning with the last name. Scroll through the list of names. Place the *Current Record Indicator* on the line of the desired name. The columns in view are: ***Full Name***, ***Daytime Phone #***, ***Gender***, ***Disabled***, and ***Previous Last***. Use the bottom scroll bar to view remaining columns. **Example:** *(Assignments Folder window)* Assignments: ○ Current ○ Past ● Both | Full Name	Daytime Phone #	Gender	Disabled	Previous Last	National I
---	---	---	---	---	---
ANAHOLA, KIMO A		Male	☐		111-11-00
ANDERSON, DAVE X		Male	☐		111-11-00
ANDREWS, ANDREW AARON		Male	☐		111-11-00
ANDREWS, JAMES T		Male	☐		111-11-00
ANGEL, AFDEV APRONE O		Male	☐		111-11-00	 **Entry History** Click <**Entry History**>.

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Viewing PB&E History, Continued
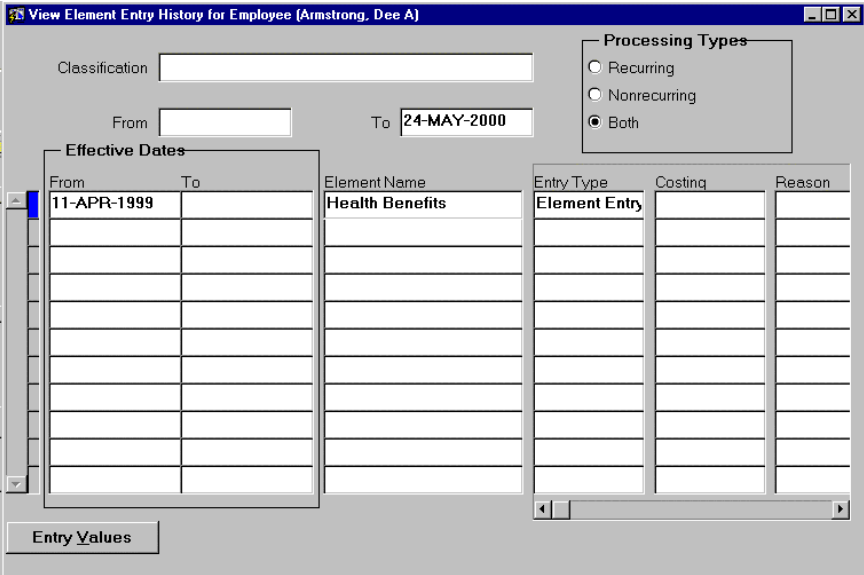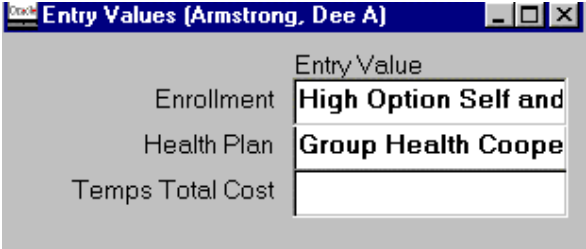
Viewing PB&E

Step	Action
1	The **View Element History for Employee** Window displays with the cursor in the *Classification* data field. Place the cursor in *Element Name* data field. **Example:**
2	Use the following decision logic to determine your next step: <table><tr><th>IF you want to view</th><th>THEN…</th></tr><tr><td>A specific element</td><td>Press F7; enter the desired element; e.g., Health Benefits, %, and press F8 to run the query.</td></tr><tr><td>All elements</td><td>Press F7/F8 to run a query to show all the elements in the employee's record.</td></tr></table>

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Viewing PB&E History, Continued
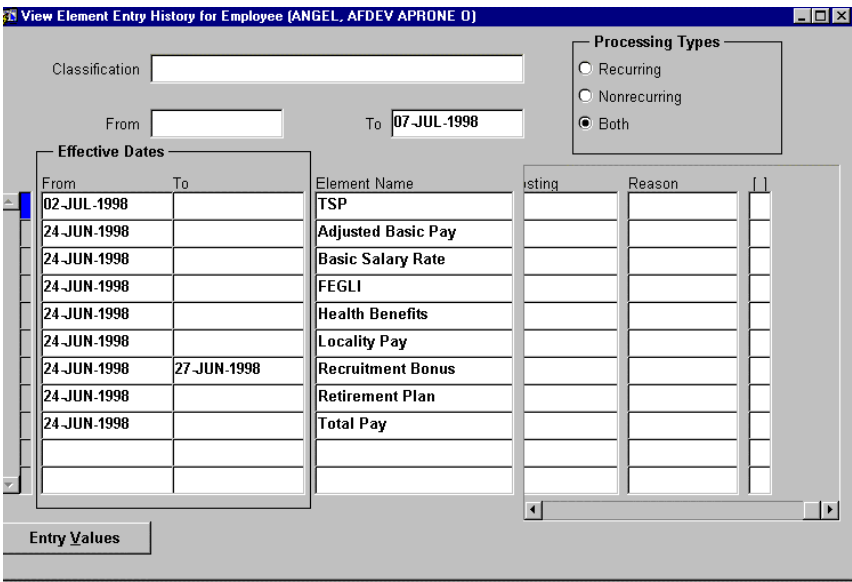
Viewing a Specific Element

Step	Action
1	The *Effective Date* and the *Element Name* populates if the employee's record contains the element. To view details of the element, click *<Entry Values>*.
2	The **Entry Values Flexfield** Window displays with the information. View the information as needed.
3	Exit the window.

Viewing PB&E History, Continued
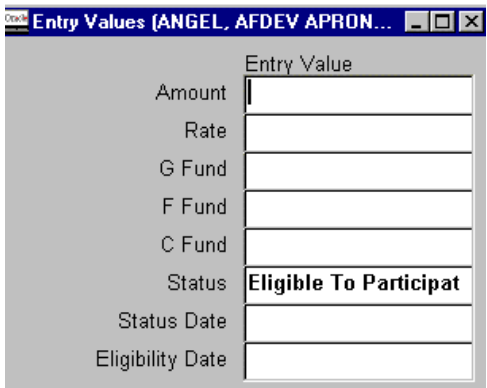
Viewing All Elements

Step	Action
1	With the cursor in *Element Name* data field, press F8 to execute and run a query. All elements populate with effective dates. Highlight each element, and click <**Entry Values**> to view the details.

Step	Action
2	To exit each element, click the "**X**" in the top right corner.

Viewing PB&E History, Continued

Examples of Entry Values

Element Windows
FEGLI
Entry Values (ANGEL, AFDEV APRON...
Entry Value
FEGLI — Basic Only
Eligibility Expiration —
TSP
Entry Values (ANGEL, AFDEV APRON...
Entry Value
Amount —
Rate —
G Fund —
F Fund —
C Fund —
Status — Eligible To Participat
Status Date —
Eligibility Date —
Health Benefits
Entry Values (ANGEL, AFDEV APRON...
Entry Value
Enrollment — High Option Self Only
Health Plan — Blue Cross and Blue
Temps Total Cost —
Adjusted Basic Pay
Entry Values (ANGEL, AFDEV APRON...
Entry Value
Adjusted Pay — 47096

Viewing PB&E History, Continued

Examples of Entry Values (continued)

Element Windows
Basic Salary Rate Entry Values (ANGEL, AFDEV APRON...) Entry Value Salary   43876
Locality Pay Entry Values (ANGEL, AFDEV APRON...) Entry Value Locality Adjustment   3220
Recruitment Bonus Entry Values (ANGEL, AFDEV APRON...) Entry Value Amount   12345 Expiration Date   30-DEC-1998
Retirement Plan Entry Values (ANGEL, AFDEV APRON...) Entry Value Plan   CSRS FERS Eligibility Expires

Viewing PB&E History, Continued
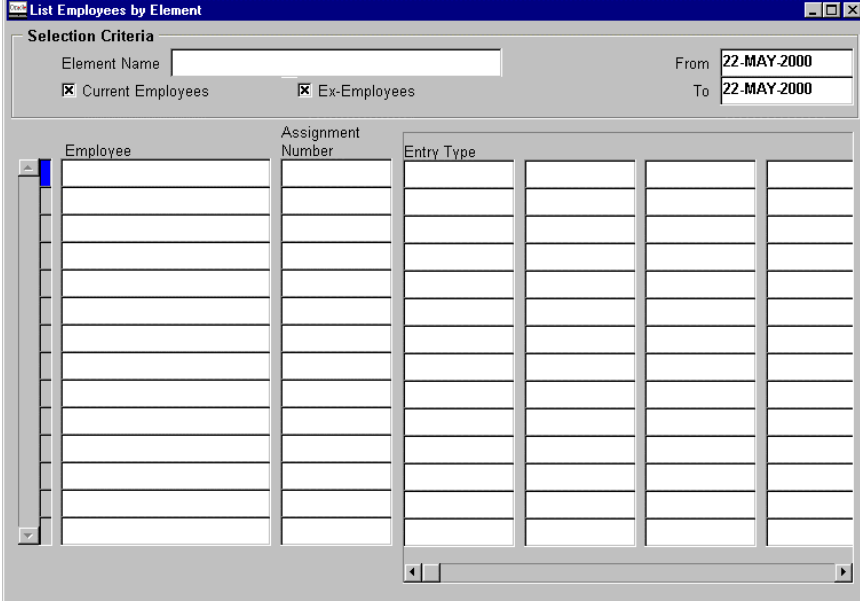
Examples of Entry Values (continued)

Element Windows
Total Pay

Entry Values (ANGEL, AFDEV APRON...)

Entry Value

Total Salary   47096

Viewing a List of Employees by Element

Purpose   This procedure guides you through the steps of viewing a List of Employees by Element.

Viewing a List of Employees

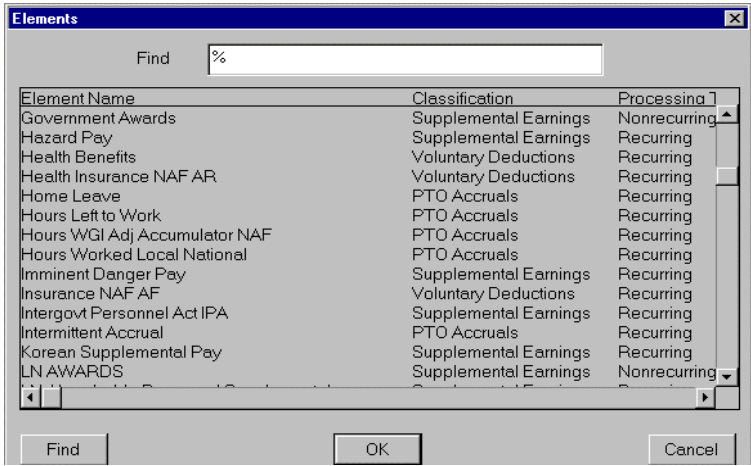| Step	Action
1	On the **Navigation List** → *View* → *Lists* → *Employees by Element* → **<Open>**.
2	The **List Employees by Element** window displays.

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Viewing a List of Employees by Element, Continued
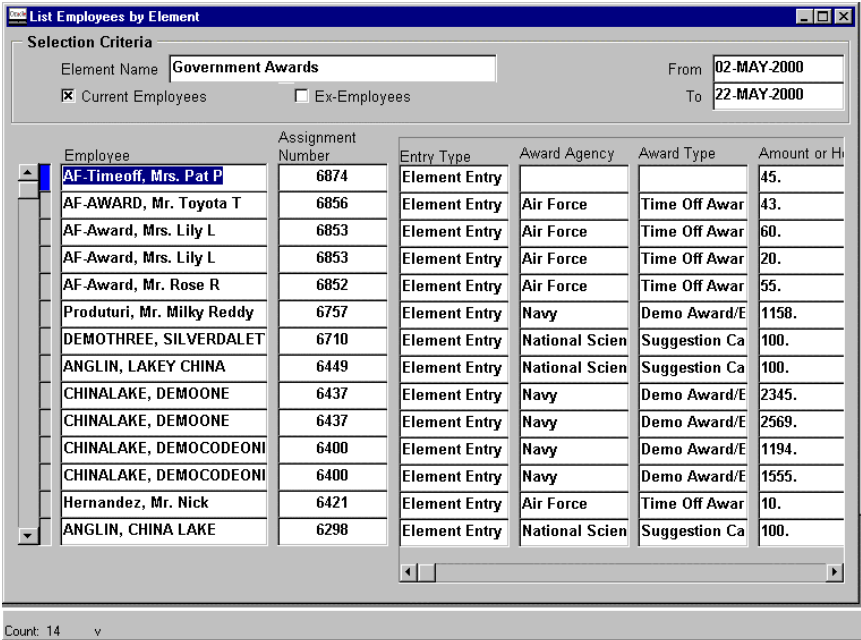
Viewing a List of Employees (continued)

Step	Action
3	With your cursor in the *Element Name* data field, click the LOV and select the element needed, and click **<OK>**.
4	The current date defaults in the *To/From* data fields. Adjust to the dates needed.
5	Select or deselect the checkboxes next to *Current* or *Ex-Employees*.

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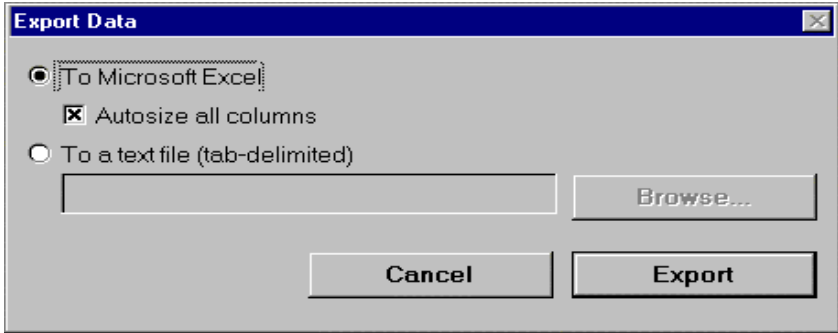# Viewing a List of Employees by Element, Continued

Viewing a List of Employees (continued)

Step	Action
6	With your cursor in the *Employee* data field, click F8. The data fields populate.

Note: The bottom scroll bar begins under *Entry Type*. The *Employee* name and *Assignment Number* stay visible as you scroll through the data. The *Count* on the Message Bar displays the number of records available for viewing. In this example there are 14 records available. The "v" indicates more records are available for viewing by using the left scroll bar.

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Viewing a List of Employees by Element, Continued

**Printing the List of Employees by
Element**

Step	Action
1	There are two options for printing: • Export the list into an Excel spreadsheet and print. *OR* • Press **Print Screen** on the keyboard and print the list on each page.
2	To export the list to an Excel Spreadsheet, click **Action** on the Main Menu and click **Export**. The **Export Data** window displays. **Export Data** ◉ To Microsoft Excel ☒ Autosize all columns ○ To a text file (tab-delimited) Browse... Cancel Export
3	Click **<Export>**. Follow the Excel spreadsheet procedures for sorting and printing.

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